



DUKE  
FUQUA  
SCHOOL OF BUSINESS

# Fuqua's Class Communication Chair program

# Thank you for your interest!

The following slides will give you an overview of the program, including the Class Communication Chair's responsibilities, resources, and deadlines. You can find additional information on the following pages on our website:



- [Ways to Volunteer Page](#)
- [Class Communication Chair Volunteer Details Page](#)

# Your Responsibilities

As Class Communication Chair, you act as the liaison between Fuqua's Alumni Relations office and your classes. Your primary responsibilities are to solicit, compile, and edit updates and photos from classmates within established deadlines on a quarterly basis. You will also be invited to share updates from the school with your classmates. All of your hard work will then be shared with classmates online.

## Alumni News and Notes

### What's New?

We want to know what you've been up to! Tell fellow alumni about your adventures, successes, and family news by [sharing your stories](#) in the next quarterly issue of Class Notes.



### Spring 2017 Class Notes Are Now Online

It's easy to keep up with your classmates! Select your class year below. Then, use your alumni login and password to access your class' notes. You also can view notes from other classes. If you need to be reminded of your username or have your password reset, please email [alumni-info@fuqua.duke.edu](mailto:alumni-info@fuqua.duke.edu). You can also [submit a note](#) for the Summer 2017 edition of class notes.

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Fuqua Connections



# Notes Process: Soliciting

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You will contact your classmates via e-mail on a quarterly basis using an electronic distribution list that Fuqua maintains for each class. The list is dynamically updated as your classmates change their contact information in Fuqua's database. Feel free to be as formal or informal as you'd like!

## Sample message:

In search of a winning formula for its men's basketball team, the Duke University Athletic Department is considering replacing interim head coach Jeff Capel. On the short list for the position are Pete Gaudet, Matt Chapin (even though he'd rather coach the women's team), Bob Gwin (terrible shooter but not afraid to) and Tama Hendley-Caldabaugh (best athlete and most level headed of the bunch). Duke has indicated there is still time to put your name in the hat for the position. In order to do so, please respond to this email with both a statement of interest and your most recent personal update. Include recent photos are also appreciated. Deadline January 31.

Hope all is well with you and you will consider providing an update for your classmates. Photos are much appreciated.

WHO: You! (if you haven't submitted anytime in the past few years you're due!)

WHAT: Anything noteworthy

WHEN: Submissions due by Tuesday January 31

HOW: Reply by email to me here.

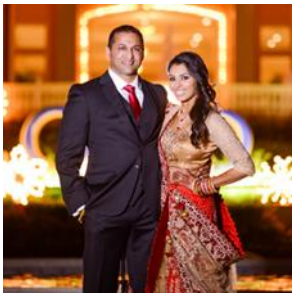
WHY: Because the team needs you too!

# Notes Process: Compiling

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The only next step in the process is to compile your notes and photos into a Word document or email, and send them to the Development and Alumni Relations team by your assigned due date.

**Bobby Kurian** has had a busy period. In 2015, he married Radha Iyengar (picture below), cofounded BeaconMD, a healthcare startup and moved to Dallas.



**Monte Marcum** has similarly been busy. Monte has returned to the consulting field as a Managing Director for Trascent supporting large companies in outsourcing facilities management and real estate services. His kids are growing – 2.5 and 5 in the below picture.



# Repeat Each Quarter

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That's it! You will repeat this process each quarter. Below, you will find a timeline of the notes process along with other helpful links.

## Timeline:

Reminders Sent from Alumni Relations	Suggested date(s) for solicitation message from CCCs to their Class	Notes Due to Fuqua from CCCs	Notes Posted Online
January 10	January 10-15	February 1	March 1
April 10	April 10-15	May 1	June 1
July 10	July 10-15	August 1	September 1
October 10	October 10-15	November 1	December

## Helpful links:

[Class Communication Chair tips and samples](#)

[Class Notes page](#)

[Alumni relations email](#)

[Ashley Heath's email \(primary contact for Class Communication Chairs\)](#)